

## Undergraduate Research Assistant

Following is a list of **time-sensitive** steps to be completed to process your employment:

1. Complete the online training course on the Responsible Conduct of Research (RCR) **on or before your first day of work**. Upon completion, please email your Completion Report to [bo@cs.purdue.edu](mailto:bo@cs.purdue.edu) or print it and bring it to the CS Business Office in LWSN 3130.
  - \*To complete the training, visit <https://www.citiprogram.org>.
  - \*For more information or to view the requirements of the training, visit <http://www.purdue.edu/research/vpr/rschadmin/rcr/index.php> (click on the link at the bottom for step-by-step instructions).
2. If you are a **new Purdue employee**, you must complete Section 1 of the U.S. Citizenship & Immigration Services' Form I-9 **on or before your first day of work**.
  - a) Access the Form I-9 via <http://www.purdue.edu/payroll>.
  - b) Click the link "Electronic I-9 for new hires/rehires."
  - c) Log in by typing the text pictured.
  - d) Complete Section 1 of the Form I-9.
  - e) View the list of acceptable identification documents to present to the CS Business Office in Step 3.

Refer to the "I-9 Instructions" link at the top of the webpage if you need assistance.

3. Go to the CS Business Office in LWSN 3130 **on or before your first day of work** with the following **ORIGINAL** documents:
  - \***U.S Citizens & Permanent Residents:**
    - a) Bank account & routing numbers (bring a blank check if possible)
    - b) Identification document(s) according to the list on I-9, which may include your...
      - Passport
      - Social Security Card (**WITH NO RESTRICTIONS**)
      - Driver's License
      - Permanent Resident Card
      - Birth Certificate
  - \***International Students:**
    - a) Bank account & routing numbers (bring a blank check if possible)
    - b) Passport
    - c) Visa
    - d) I-94 number (retrieve via <https://i94.cbp.dhs.gov/i94/request.html>)
    - e) Approved Work Authorization (I-20 or DS-2019)
    - f) Social Security Card (if you have one)

4. Go to the CS Business Office in LWSN 3130 **on your first day of work** to pick up your Timecard and a current Payroll Schedule.

If you need assistance with any of these processes, please contact [bo@cs.purdue.edu](mailto:bo@cs.purdue.edu) or visit the Computer Science/CERIAS Business Office in LWSN 3130.

Thank you,  
Jennifer Deno  
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765-496-6758  
[deno3@purdue.edu](mailto:deno3@purdue.edu)